

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

Meridian Cherry Lane Library
1326 Cherry Lane
Meridian, ID 83642
Conference Room

Regular Session

Trustees present: Trustee Larsen; Trustee Kohler; Trustee Hart; Trustee Cummings

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Vassil I. AD of Branches

Meeting called to order by Trustee Larsen at 6:01pm

AGENDA ITEMS

1) **Public Comment**

2) **Consent Agenda [ACTION ITEM]**

- a) Special Meeting Minutes, November 9, 2023
- b) Regular Meeting Minutes, November 15, 2023
- c) Policies
 - i) Service Charge
- d) Job Descriptions
 - i) Branch Manager
 - ii) Material Services Manager

Motion to approve: Trustee Hart

Second: Trustee Kohler Vote: All in favor

3) **Financials [ACTION ITEM]**

- a) Approval of October & November Financial Reports
 - i) Director Grove responded to a question from the absent Trustee Knutson on increase in purchases from Ingram. He said there was a pause in services but the District is focusing on buying material for the new Pinnacle branch.
 - ii) Trustee Kohler asked for clarification on two different vendors. Director Grove explained Next Request is the new program for processing public records requests. SRH Franchise is the janitorial service.

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iii) Trustee Cummings asked about a charge for the City of Boise public library. Director Grove explained it is for the Lynx Consortium and ILL.

b) Disbursement approvals

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

4) Budget Hearing date for FY2025 budget Memorandum [ACTION ITEM]

-Chair Larsen asked if only the date was necessary for the memo and not the time of the meeting. Ema suggested the time be included-6:30 start time

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

5) Memorandum

a) Close First Interstate bank accounts [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

b) Close US bank accounts [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Kohler

Vote: All in favor

c) Idaho Central Credit Union Membership account approval [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

6) Holiday Closures for 2024 [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

7) Director Updates

a) Director's monthly report

i) This report will be reconfigured to give further understanding to the stats in the next few month

ii) Welcome to Vassil as the New AD of Branches

8) Job Descriptions

a) Accounting & Finance Manager [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

9) Policy Reviews

a) Record Retention [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

b) Record Retention Schedule [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Kohler

Vote: All in favor

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c) Code of Conduct [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

d) Code of Conduct Addendum [ACTION ITEM]

i) Removal – incorporated into Code of Conduct Policy

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

10) Strategic Plan and Facility Plan [DISCUSSION ITEM]

- a) Director recommends completing these not in FY24 but in FY25. Gives more time and can be done with a better understanding and knowledge. Chair Larsen and Director Grove impressed the importance of learning lessons from the milestones of the past year, including the opening of Orchard Park and internal reorganization of personnel.
- b) Doing both plans simultaneous.
- c) Cherry Lane renovation will be included. Chair Larsen also expressed concern for the problems happening at Cherry Lane

11) Executive Session [ACTION ITEM]

-Tabled until a further meeting

12) Future agenda items [DISCUSSION ITEM]

- a) ICRMP presentation
- b) Executive Session

Meeting adjourned: 6:52pm

The next regular Library Board Meeting is scheduled for 7:00pm, February 21, 2024

RESPECTFULLY SUBMITTED AND APPROVED



Nick Grove, Director


Megan Larsen, Board Chair